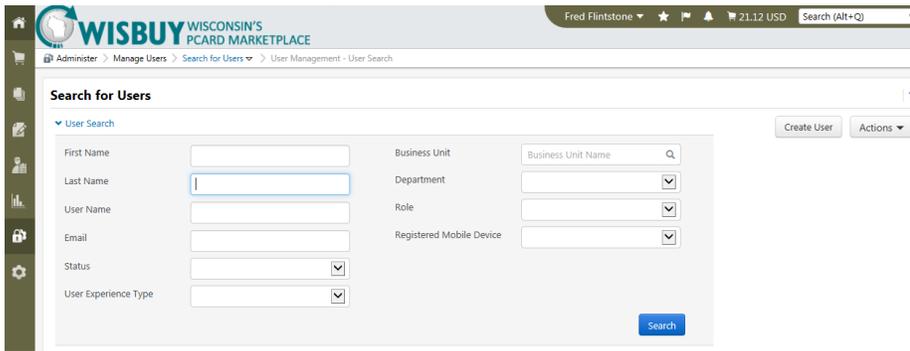


Inactivating a User

Administrators have the ability to deactivate users within the PCard Marketplace. Administrators should try to deactivate user when they leave an agency.

To deactivate a user;

1. From the Administer Menu, select Manage Users and Search for User.
 - a. Search for a user by last name or user name

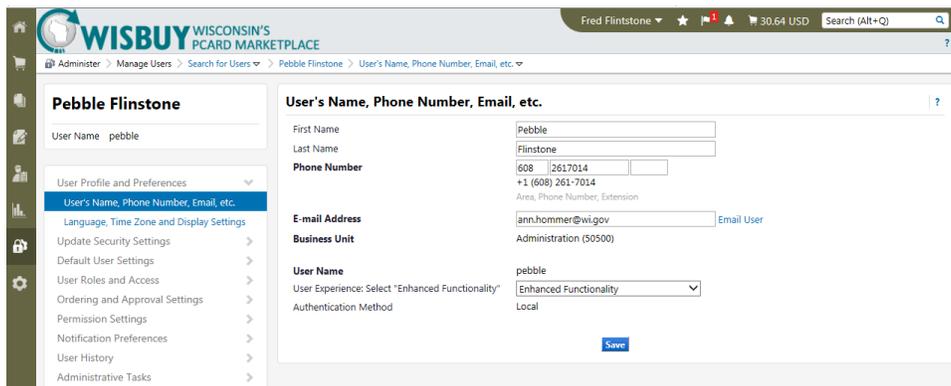


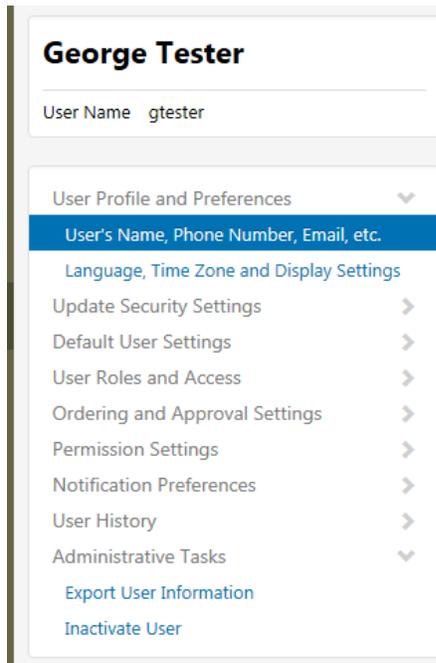
Note: WISBuy will return a list of user that match the search criteria or go to a profile if there is only one match.

2. From the Search results screen click on the User Name to access the profile.

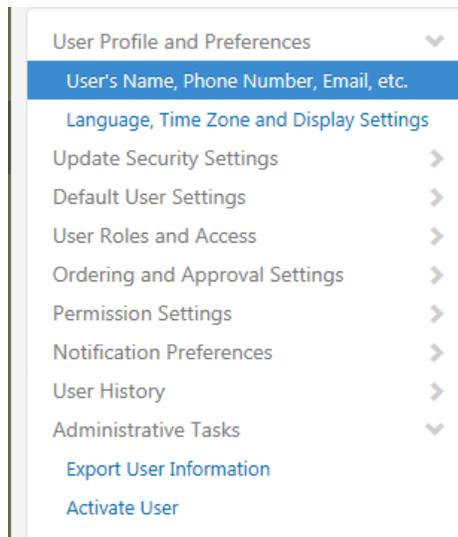
Name	User Name	Phone	Email	Business Unit	Role	Status
tester, Btest	bu admin test	+1 (608) 261-7014	ann.hommer@wi.gov	Administration	Purchaser	Inactive
Tester, George	gtester	+1 (608) 261-7014	ann.hommer@wisconsin.gov	Administration	Guest	Active
Tester, Sally	stester	+1 (608) 222-1234	ann.hommer@wi.gov	Administration	BU Administrator IT Buyer	Inactive
Tester 6, Tester 6	Testing 12	+1 (608) 266-6883	Zachary.Lehman@wisconsin.gov	Administration	Purchaser	Active

3. From the user profile, click on Administrative Tasks, then choose Inactivate User.



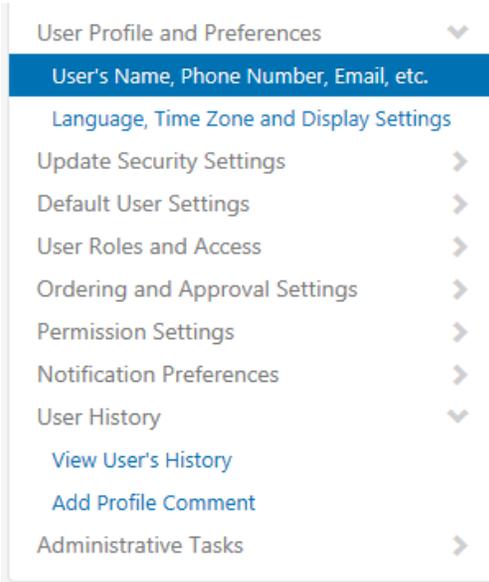


4. After selecting Inactivate User the menu item changes to Activate User, there is no pop up box to tell you there has been a change.



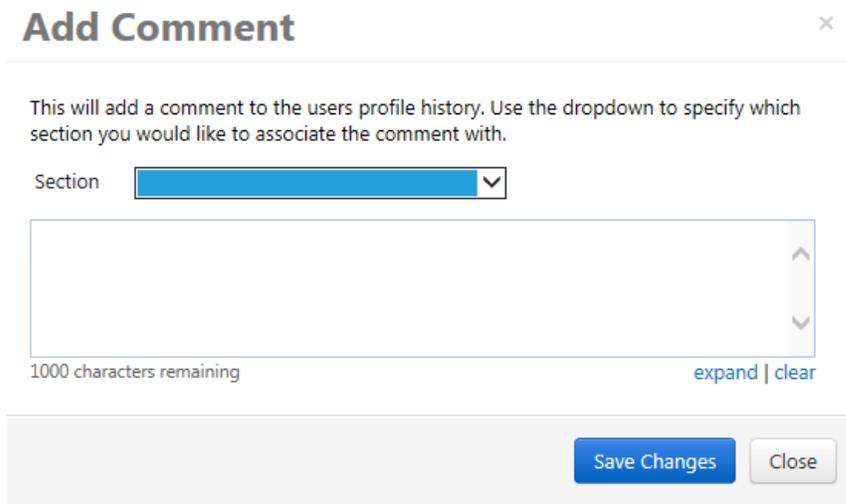
5. If email notifications have been set up, BU Administrators and Users will receive an email each time an account is activated or inactivated.
 - a. Once a user is inactive, he/she will not be able to log into the site.

- Comments can be added to a profile when changes are made in User History under Add Profile Comment.



A screenshot of a user profile settings menu. The menu is titled "User Profile and Preferences" and has a dropdown arrow. The first item, "User's Name, Phone Number, Email, etc.", is highlighted in blue. Other items include "Language, Time Zone and Display Settings", "Update Security Settings", "Default User Settings", "User Roles and Access", "Ordering and Approval Settings", "Permission Settings", "Notification Preferences", "User History", "View User's History", "Add Profile Comment", and "Administrative Tasks".

- Select a section for the comment then enter the comment.



A screenshot of the "Add Comment" dialog box. The title is "Add Comment" with a close button (X) in the top right corner. Below the title is a text box containing the instruction: "This will add a comment to the users profile history. Use the dropdown to specify which section you would like to associate the comment with." Below this is a "Section" dropdown menu with a blue background and a dropdown arrow. Below the dropdown is a large text area for entering the comment. At the bottom left of the text area, it says "1000 characters remaining". At the bottom right, it says "expand | clear". At the bottom of the dialog box are two buttons: "Save Changes" and "Close".

- Save the changes.

For further assistance on inactivating Users, please contact doawispro@wisconsin.gov .